



Provider Communication

Subject: New Radiology Prior Authorization Process Coming Soon	Priority: High
Date: July 22, 2005	Message ID: ACSBNR07222005_2

Dear Professional Services and Hospital Providers,

The Department of Community Health will begin requiring prior authorization for specific radiology services performed in an outpatient setting. Please be aware that the new radiology prior authorization process will impact services rendered and is applicable for all providers rendering radiological services. The effective date will be announced soon. The list of procedure codes that will be affected are listed below.

Providers will be required to submit prior authorization requests via the GHP Web Portal through the Radiology Prior Authorization link. Providers who are not currently registered for the GHP Web Portal may register by following the instructions on the attached document. Clinical information in addition to the appropriate CPT and ICD-9 codes will be required on all requests.

OB Ultra Sound Procedure Codes

One ultra sound unit allowed per pregnancy without Prior Approval. Any additional units require Prior Approval for all members regardless of age:

76805, 76810, 76811, 76812

The following requires Prior Approval at all times for all members regardless of age:

OB Ultra Sound- 76801, 76802, 76815, and 76816

CT Scan- 70450, 70460, 70470, 74150, 74160, 74170, 72192, 72193, 72194

MRI- 70551, 70552, 70553, 72148, 72149, 72158

PET SCAN- 78608, 78811, 78812, 78813, 78814, 78815, 78816

For the next several weeks, please continue to monitor the Banner Message section on the GHP Web Portal for additional information.

If you have further questions, please contact Stacey Harris, Program Specialist Sr., Hospital Services Unit (404) 657-7187 or Bruce Walters, Program Specialist Sr., Professional Services Unit (404) 657-5475.

How to Register for the Web Portal

The GHP Web Portal can be the doorway to efficiency for a provider. Before you can enter that doorway, you must take two steps to register.

Step One: Web Portal Pre-registration Form

Complete the Web Portal Pre-registration Form. You can download it from the GHP Web portal:

1. Go to **www.ghp.georgia.gov**.
2. Click the **Provider Information** tab.
3. In the Documents and Forms box, click the **View Full List** link.
4. Click the **Web Portal Pre-registration Form** link.
5. To save the document to your hard drive, click the diskette symbol in the toolbar.

Note: You must have Acrobat Reader software to access documents on the Web portal. It's free from the Adobe Web site (**www.adobe.com/products/acrobat/readstep2.html**); just follow the instructions in the gray box.

Complete the form and fax it to the number designated. You use this form to assign Web Portal Office Manager (POA) rights to an individual. As a provider, you can assign these rights to yourself or someone else in your office. You must designate a POA to be able to sign onto the Web portal.

After you fax the form, ACS enters the POA information into your system records. This enables the Web portal to match information to your POA. After five business days, you can move onto the second step of Web portal registration: online registration.

Step Two: Online Registration

If you are the provider and registered yourself as the POA, you are going to register online as "an individual practitioner." If you are the POA and are someone other than the provider him or herself, you will register as a "provider facility." This is the only difference in the process. If you need to bill for more than one provider ID, you must register as a POA for each provider ID. Follow these instructions to complete the online registration:

1. Go to **www.ghp.georgia.gov**.
2. In the registration box, click the appropriate link: **Individual Practitioner Registration** or **Provider Facility Registration**.

Sincerely,

The Department of Community Health